

~~SECRET~~

encl. - 4
ad 8769
9971

4 January 1955

MEMORANDUM FOR: Chief, Records Management Division, Management Staff

VIA: FI/Admin *adm*
Chief, FI
DD/P-Admin

SUBJECT: Space Requirements of DD/P for Storage of
Inactive Records in New Records Center

1. Reference is made to your memorandum dated 31 December 1954, Subject as above.
2. Any DD/P submissions to the new records center will be contingent upon DD/P being given a secure area in the Records Center under DD/P control and serviced by RI personnel. (This requirement is based upon the necessity for operational security as provided in precedent set by RI/Archives and the DD/P Vital Materials vault.)
3. When ready for occupancy, DD/P will have approximately 525 cubic feet of material for submission; 25 cubic feet from Rosslyn and 500 from RI/AR.
4. A five (5) year estimate of space required would be 4,000 to 5,000 cubic feet. It is anticipated that one of the presently planned areas of approximately 2,847 square feet would be adequate for DD/P needs.
5. RI will furnish archives boxes for the transfer and storage of material involved in this move.



25X1A9a

Chief, RI

Encl. (1)
Memo dated 31 December 1954

~~SECRET~~